

Summary Report for Individual Task
552-918-3011
MONITOR PRESCRIBED LOAD LIST (AVN)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Rucker, AL/ USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: While in a Opeartaion Environment (OE), given a requirement to monitor an aviation unit's prescribed load list, DA Pam 710-2-1, DA Pam 710-2-2, FM 3-04.500, an aviation maintenance facility with all appropriate parts, tools, references, forms, records, the unit SOP, and ULLS-AE. This task should not be trained in MOPP 4.

Standard: Monitor prescribed load list (PLL) in accordance with supply policies and procedures. Ensure the following procedures are performed in accordance with the applicable reference: (1) Identify repair parts procedures. (2) Identify forms and records required to request supplies. (3) Locate specific supply system information in manuals. (4) Perform required supply system procedures.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue:

To maintain a unit supply system up to standard you must be able to correctly monitor their Prescribed load list.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes:

Use of automated forms and computer generated reports are authorized IAW DA Pam 710-2-1. Follow guidelines and policies included in DA Pam 710-2-1 for use of such systems.

NOTE: Before presenting this lesson, Instructors must thoroughly prepare by studying this lesson and identified reference material.

Performance Steps

1. Review documented average customer wait times for resupply and request.
2. Ensure commander has approved the current number of lines for PLL.
3. Verify all items on the PLL are on hand or on valid request.
4. Verify all supported unit equipment is included in the PLL computations.
5. Establish an area convenient for unit personnel to access PLL stocks and records.
6. Ensure stocked PLL items meet the requirements of DA PAM 710-2-1.
7. Submit DA Form 2063-R for each new equipment item added to the unit.
8. Exchange repairable items with direct support unit using DA Form 2765-1.
9. Update the unit document register at required level for gains and loss of accountable equipment.
10. Maintain a due-in status file for each document register IAW DA Pam 710-2-1.
11. Follow up on cancellation and modification of supply requests IAW DA Pam 710-2-1.
12. Reconcile and validate open supply requests with the supply support activity on at least monthly basis.
13. Prepare DA Form 3318 (in pencil) IAW DA Pam 710-2-1 and file in NIIN sequence.
14. Review DA Form 3318 and inventory the PLL every 90 days (USAR&ARNG every 180 days).
15. Maintain a non stocked item demand file using DA Form 3318 covering last 180 days (USAR&ARNG 360).
16. Delete PLL items which do not meet demand requirements in DA Pam 710-2-1.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO-GO if any performance measure is failed.

1. If an individual commits more than one safety violation, they are an automatic failure.
2. Any negligent damage to the aircraft is an automatic failure.
3. Safety:
 - a. Evaluator will ensure proper adherence to all Warnings, Cautions and Notes listed in the IETM for the task.
 - b. Evaluator will ensure all required PPE for the task is on hand. Non-use will constitute a safety violation.
 - c. Watches, rings and other loose jewelry (such as ID tags) will constitute a safety violation if not removed prior to task start.
 - d. Evaluator will pause evaluation to identify safety violations and require corrections before allowing task to continue.
4. Proper Tool Usage: Evaluator will monitor for proper tool usage. When a Soldier is observed using an improper tool, as specified in the IETM, the evaluator will point out the error and require correction.
5. Tool Inventory:
 - a. Evaluator will monitor compliance for tool inventory prior to task start. If inventory is not conducted, evaluator will pause task and require completion of inventory.
 - b. Evaluator will monitor compliance for tool inventory at task completion. If inventory is not conducted, evaluator will pause task and require completion of inventory.
6. IETM Usage: Simply having the IETM open to the appropriate task/page does not constitute proper IETM usage. The Soldiers must be observed making reference to the IETM for proper task steps, procedures and specifications.

Evaluation Preparation:

Setup: An aircraft, maintenance publications and references, logbook forms and records, and required personnel.

Brief Soldier: Tell the Soldier that they must repair the aircraft, make all appropriate entries in the equipment logbook, and comply with all shop, flight line and unit SOP safety procedures IAW applicable references.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed documented average customer wait times for resupply and requested PLL items.			
2. Ensured commander had approved the current number of lines for the PLL.			
3. Verified all items on the PLL were on hand or on valid request.			
4. Verified all supported unit equipment was included in the PLL computations.			
5. Ensured that PLL stocks and records were in a convenient area for use by unit personnel.			
6. Ensured stocked PLL items met the requirements in DA Pam 710-2-1.			
7. Submitted DA Form 2063-R (Prescribed Load List) for each new equipment item added to the unit.			
8. Ensured repairable items were exchanged with direct support unit using DA Form 2765-1(Request for Issue and Turn-In).			
9. Updated the unit document register at required level for gains and losses of accountable equipment.			
10. Maintained a due-in status file for each document register in accordance with DA Pam 710-2-1.			
11. Followed up on cancellation and/or modification of supply requests for PLL items in accordance with DA Pam 710-2-1.			
12. Reconciled and validated open supply requests with the supply support activity on at least a monthly basis.			
13. Prepared DA Form 3318 (Records or Demands - Title Insert)(in pencil) in accordance with DA Pam 710-2-1and filed in national item identification number (NIIN) sequence.			
14. Reviewed DA Form 3318 and inventoried the PLL every 90 days (U.S. Army Reserve [USAR] and Army National Guard [ARNG] every 180 days).			
15. Maintained a nonstocked item demand file using DA Form 3318 covering last 180 days (USAR and ARNG every 360 days).			
16. Deleted PLL items that did not meet supply demand requirements in DA Pam 710-2-1.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 2063-R	PRESCRIBED LOAD LIST (LRA)	Yes	No
	DA FORM 2064	DOCUMENT REGISTER FOR SUPPLY ACTIONS	Yes	No
	DA FORM 2765	REQUEST FOR ISSUE OR TURN-IN	Yes	No
	DA FORM 2765-1	REQUEST FOR ISSUE OR TURN-IN	Yes	No
	DA FORM 3318	RECORDS OF DEMANDS - TITLE INSERT	Yes	No
	DA PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)(STANDALONE PUB)	Yes	No
	DA PAM 710-2-2	SUPPLY SUPPORT ACTIVITY SUPPLY SYSTEM: MANUAL PROCEDURES	Yes	No
	TC 3-04.7	Army Aviation Maintenance	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Comply with DOD 6050.5-L, DOD Hazardous Materials Information System Hazardous Item Listing.

Soldiers must adhere to the unit management plan for hazardous material. Such plans include handling, use, storage, and disposal of hazardous materials. All personnel must be familiar with the safety data sheets (SDS) for the products they are using. The SDSs are available through the unit HAZMAT representative.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Comply with all TM's, TB's, WARNINGS, CAUTIONS, NOTES, Applicable AR's, Unit/Command safety policies and procedures, shop safety practices, and identified Risk Management (RM) control measures.

Personnel must comply with all publication warnings, cautions, and notes. Safety regulations, unit policies, and risk assessment outcomes/control measures must be followed.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None